



## **Terms & Conditions & Code of Conduct for learners and parents**

### **Section 1 - Registration**

1. All students joining the school must complete the Parent / Carer Pack, thereby agreeing to these Terms and Conditions.
2. Parents/Carers must provide an email address for the purpose of invoices and other communications from the school.
3. The school timetable may be revised at any time, but you will be notified of any changes.
4. Fees are payable for a full pay period (half termly) regardless of attendance unless explicitly arranged with the Principal.
5. Fees must be received before the beginning of a term or a £5 late payment charge is incurred to cover administration costs.
6. There are no refunds if a student is absent from class. If a pupil has a long-term illness or injury, fees may be refunded at the Principal's discretion. This does not include minor illnesses or holidays taken mid-term.
7. On the very rare occasion that a class is cancelled it will be rescheduled. If it is not possible to reschedule, fees will be subtracted from the forthcoming term fees.
8. If a student is asked to leave a class due to a breach of any of the conditions detailed within this document, they will not be refunded.
9. Late collection of 15 minutes or over will be charged at £5 per 15 minute delay.
10. The preferred method of payment is via online payment – if paying by cash this must be in a named envelope.
11. Half a term's notice in writing is required for cancellation of classes. Half a term's fees will be charged if notice is not given.
12. Policies, including the Safeguarding / Child Protection Policy, are available on request.
13. Photographs and videos of students may be taken and used as promotional material on our website and/or social media. Please let us know in writing if you prefer your child not to be included.

### **Section 2 – Code of Conduct for Students**

1. Students must wear appropriate clothing and any items which the teacher feels may cause injury or is inappropriate for the class must be removed. Please inform the Principal if items are worn for religious or other specific reasons.
2. Students should aim to arrive 5 minutes before the class is due to start. If late, they should enter the class quietly and apologise to the teacher. This is to ensure that they are then recorded correctly on the register in case of a fire or evacuation.
3. Students are asked to wait quietly outside the room until their class begins.
4. Students and parents/ guardians are expected to demonstrate mutually respectful behaviour to the teaching staff, fellow students and the rooms.
5. Poor behaviour will not be tolerated. In the first instance a verbal warning will be given, followed by a written warning, if these are ignored it may result in the student being asked to leave the School.
6. Bullying is not tolerated and should be brought to the Principal's attention immediately.
7. Students are not permitted to chew gum whilst in class.
8. Students should use appropriate language at all times.

9. Students are responsible for their own property and bring items at their own risk. Petite Etoile Ltd is not responsible for any lost, damaged or stolen items.
10. Students are not permitted to use mobile phones during a class. Any mobile phone brought into the class is at the student's own risk and these must be switched off or on silent. In exceptional circumstances, the student may be able to use their phone at the teacher's discretion.
11. Students are not permitted to leave the class without permission from the teacher.
12. Students are not permitted to sit out of a class unless they become unwell or injured during the lesson or written consent from the student's parent/ guardian is given in advance.
13. Food and drink should not be brought into class with the exception of water.
14. The teacher must be informed if collection is undertaken by persons other than the child's parent or legal guardian.
15. Pupils of the school should not send requests to members of staff on social networking sites such as Facebook, Twitter, Instagram etc. This is deemed as inappropriate by the school, and is a violation of staff's privacy. All requests will be rejected.

### Section 3 – Code of Conduct for Parents

1. Encourage your child to learn the rules and participate within them.
2. Arguing or threatening any staff members will not be tolerated.
3. Set a good example by recognising positive behaviour and applauding good performances of all students.
4. Always ensure your child is dressed appropriately for the activity.
5. Keep teachers informed if your child is ill or unable to attend any classes.
6. Establish good communications with the school and staff, for the benefit of all.
7. Parents should use appropriate language at all times.
8. Never punish or belittle a child for a performance or making mistakes.
9. Make sure your child arrives on time.
10. Collect your child promptly at the end of each session. Late collection of 15 minutes or over will be charged at £5 per 15 minute delay.

This policy was adopted by: <a href="#">Petite Etoile Ltd</a>	Date: 14 <sup>th</sup> February 2018
To be reviewed: <a href="#">14<sup>th</sup> February 2019</a>	Signed: <a href="#">Lisa Kaler</a>